

JA



County of Los Angeles CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

July 28, 2005

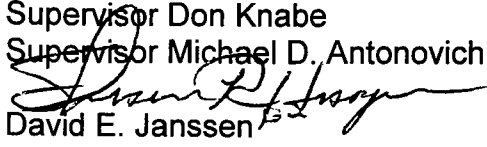
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To: Supervisor Gloria Molina, Chair
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From: 
David E. Janssen
Chief Administrative Officer

CREATION OF A SEPARATE DEPARTMENT FOR THE OFFICE OF PUBLIC SAFETY

At the March 8, 2005 Board meeting, Supervisor Antonovich requested the Chief Administrative Office to report back to the Board on making the Office of Public Safety (OPS) a separate department from the Department of Human Resources (DHR).

This is to provide information about what is required for OPS to become a stand-alone department. However, we are recommending that your Board take no action pending resolution of the class action lawsuit.

Organizational Structure

OPS functions are currently organized into four distinct bureaus, which are Administration, Facilities Services, Health Services and Parks Services. Facilities and Health Services provide public safety services to the departments of Health Services, Public Social Services, Children and Family Services, Child Support Services, Mental Health, Probation, and others on a fee for service basis. Parks Services provides public safety services for County parks facilities and is funded completely by the County General Fund.

OPS' Administration Bureau, headed by an Administrative Deputy position, is fully self sufficient and has support staff in the following major administrative areas: payroll, personnel, procurement, contract/records management, fleet management, and information technology.

Operating Budget

OPS was created as a separate budget unit; and the operating and administrative costs remain separate from DHR's budget. DHR provides management and administrative support to OPS as needed and bills this cost to OPS. OPS has paid DHR an average of about \$12,000 a year for administrative oversight during a four-year period, including fiscal year 2005-06.

Requirements as a Separate Department

The following lists the various items that will be required to make OPS a separate department. Estimates provided are based on 2005-06 costs.

1. As a department head, the Chief's secretary would be reclassified from the current Management Secretary V to an Executive Secretary III, resulting in an on-going annual cost of \$9,000.
2. The existing Deputy Chief, OPS (UC) would title change to Chief Deputy, OPS (UC). This will have no impact on net County cost.
3. The Administrative Services Bureau is managed by an Administrative Services Manager III (MAPP Salary Range 10) who serves as the Department's Administrative Deputy. Most County departments the size of OPS have Administrative Deputy positions at MAPP Salary Range 11. Therefore, the possible reclassification of this position would be reviewed by DHR and if approved, would require an ongoing annual cost of \$9,000.
4. Each Bureau Chief is responsible for the management of one of the three OPS operational bureaus. If OPS were a stand-alone department, the Bureau Chiefs would be third in command and could act in the Chief's absence. Therefore, it may be appropriate to convert these positions from step plan to unclassified MAPP status pursuant to Measure A (Los Angeles County Charter, Article IX, Section 33). This would be a policy decision for the Chief Administrative Office, DHR, and Chief, OPS. The ongoing cost to implement this change would be \$12,000.
5. It would be necessary to update OPS' business cards, signage, and badges if a name change is required at a total one-time cost of \$48,000.

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Conclusion

We are recommending that no Board action be taken at this time until the pending litigation is resolved. The cost estimates provided are based on information that was readily available at the time of this report.

If you have any question, please contact me or your staff may contact Cynthia Duong at (213) 974-6806.

DEJ:DL
RG:CD:yf

c: Executive Officer, Board of Supervisors
County Counsel
Department of Human Resources
Office of Public Safety

Separate.department.ops.bm